

LOUTTIT LIBRARY
274 Victory Highway
West Greenwich, RI 02817

Technology Plan
Updated November 2001

Mission Statement

The mission of the Louttit Library in West Greenwich is to provide library materials and services, which enrich, enlighten, and meet the informational needs of the residents of West Greenwich and nearby communities. It upholds the principles of intellectual freedom and the public's right to know by providing people of all ages with access and guidance to its information and collections regardless of sex, educational ability, economic status, religion, or ethnic background. The Louttit Library encourages all members of the community to use its resources, services, and facilities.

Vision Statement

The Louttit Library provides access to the Internet and other electronic resources to further its mission of providing informational and educational resources to our community.

Technology Assessment

Circulation Computer

Used for: Circulation, cataloging and staff Internet access

Description: 1 Dell 533 Pentium III GX110 OptiPlex 133 MHz

Software: Windows 98, Internet Explorer, Microsoft Office

Public Access Computers

Used for: CLAN Catalog access, Internet access, Microsoft Office and CD-ROMs by patrons

Descriptions: 1 Creative 8X Pentium 166 MHz

4 Total Peripherals Pentium II 233 MHz

2 Dell 533 Pentium III GX110 OptiPlex 133 MHz

Software: Windows 95 or 98, Netscape or Internet Explorer, Microsoft Office and CD-ROMs (1995 Microsoft Encarta, Canon Creative, Dictionary of American Biography, Print Shop, Everyday Greetings, Family Tree Maker, Grolier Prehistoria, PMAP Lite, Sirs Discoverer, The Way Things Work)

Printers

Descriptions: 1 HP Deskjet 855Cxi

2 HP Deskjet 720C

2 HP Deskjet 952C

Staff Skill Levels

All staff are familiar with the equipment in order to assist patrons.

One staff member is able to install new hardware and software, and to update the library web page.

Staff development must continue as technology advances and new equipment and software is brought into the library.

Goals, Objectives, Activities

Goal #1: To increase the number of patrons using CLAN independently.

Objective: Patrons reluctant to use the CLAN catalog independently should be encouraged and instructed by staff on an ongoing basis in searching and placing holds.

Evaluation: An increasing number of patrons will be using the CLAN catalog independently each year.

Goal #2: To increase the number of computers and printers for access to the CLAN catalog, Internet access, Microsoft Office and CD-ROM usage.

Objective: Two more computers and printers should be purchased by 2004. The Board of Trustees should secure the funds towards the purchase of these items.

Evaluation: Two more computers and printers will be available for patron usage.

Goal #3: To provide staff development in computer technology.

Objective: To provide opportunities for staff to attend workshops or receive in-house training in new computer technologies on an on-going basis. Funds to support staff training should be requested from the Town of West Greenwich annually by the Louttit Library Board of Trustees.

Evaluation: Staff is knowledgeable and competent in offering assistance to patrons in Internet, CD-ROM, and Microsoft Office on the computers.

Goal #4: To keep Louttit Library web site updated.

Objective: Designate one librarian responsible for keeping website <http://204.17.98.73/wgrweb.html> up-to date.

Evaluation: Louttit Library website is kept up-to-date by designated librarian.

Goal #5: To improve and increase reference collection.

Objective: Select subscriptions to online databases and acquire funds to maintain the subscriptions.

Evaluation: Online databases covering multiple subject areas will be available to patrons by 2004.

Goal #6: To meet requirements set forth by CIPA(Children's Internet Protection Act).

Objective: To purchase software necessary to meet CIPA requirements, if they become the law.

Evaluation: All public access computers will be in compliance with CIPA requirements by 2004.